proctorFREE User Guide

1. Log in

a. From any browser navigate to https://exam-us-1.proctorfree.com
b. Login with the credentials you created when confirming your ProctorFree account.
   i. If you're unable to login or are unsure of your credentials, utilize the "Forgot Password?" link to reset your credentials.
c. Select your exam from the list available.
   i. If your institution uses Student Pay, you will be prompted to complete payment after selecting your exam.
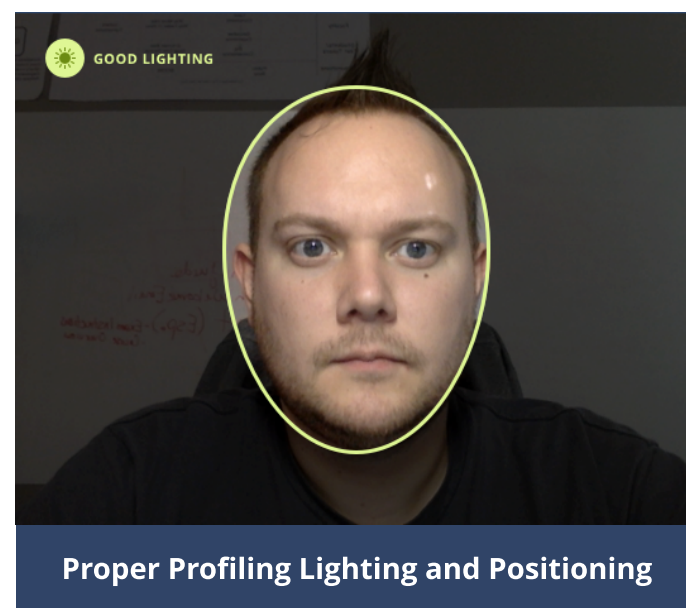
2. Launch ProctorFree

a. The link will launch the ProctorFree Student Portal.
b. ProctorFree will launch and begin the System Check.

3. Create your Profile or Authenticate

a. Think of this as taking a series of pictures for your driver's license or passport.
   i. Tips are provided at the end of this guide and image examples are available on the ProctorFree Support Knowledge Base.
b. When you are ready, click the "Create Profile" or "Authenticate" button to begin the process. Remain still. You will see the progress percentage increasing as the system creates your profile or completes authentication.
   i. Please contact the ProctorFree Support Team for assistance with any issues experienced when creating your profile or authenticating.

First time using ProctorFree?

1. Download and install the ProctorFree application.
2. After the installation is complete, return to the download page and click on the exam link.

GOOD LIGHTING

Proper Profiling Lighting and Positioning

4. Completing your exam

a. Click the "Start Proctored Session" button.
b. Read the honor code and type your name exactly as it appears in the first line. Press the "Confirm" button.
c. After your ProctorFree webcam recording window has loaded, your exam will open in a new tab.
d. Take the exam following the instructions provided by your instructor.
e. When you have completed your work, submit your exam.
f. Once your exam has been submitted, click the "Finish" button under the ProctorFree webcam recording window. Select "Finish" again when prompted. The webcam screen will indicate it is finishing the upload of your exam session to ProctorFree. Allow the process to finish fully before closing your browser, powering down your computer, or disconnecting from the internet.

CONGRATULATIONS!

You have successfully take an exam with ProctorFree!

We would love to hear about your experience.

Our survey will open after your exam session has finished uploading.

It's less than 30 seconds, we promise.
If you do not wish to complete this survey you can simply exit out of the page.

Tips for Profiling or Authenticating

- **Position yourself so that your face is centered and filling the oval provided.**
- **Adjust lighting to ensure your face is clearly visible. The oval outline will be green to indicate the minimum lighting requirements are met.**
- **Remove glasses, headphones, hats, and adjust any other objects that may prevent a clear view of your entire face from ear to ear, as well as from the top of your forehead to the bottom of your chin.**
- **Remain still until the process is complete.**